

Warrior Transition Unit and Community Based Warrior Transition Unit (WTU/CBWTU) Employment, Education and Internship (EEI) Handbook



February 17, 2010

FOREWORD

This handbook issued by the U.S. Army Warrior Transition Command (WTC), describes the functions of the Employment, Education, and Internship support to the Warrior Transition Units (WTUs) and Community Based Warrior Transition Units (CBWTUs). It applies to Commanders and Cadre of WTUs/CBWTUs and to Warriors in Transition (WTs), and it provides guidance for carrying out WTC Policy Memo 09-003, "Policy Memorandum – Warrior in Transition (WT) Employment, Education and Internship (EEI) Opportunities," Oct 15, 2009 which supports implementation of the Comprehensive Transition Plan. Commanders of WTUs/CBWTUs will ensure widest dissemination of this handbook to unit staff and WTs; staff members will become extremely knowledgeable about content relevant to their duties. This handbook is also informational for WT Families.


As a "living document" this handbook provides a brief overview of many programs available to WTs and their Families, highlights programs focusing specifically on WTs and their Families, and highlights newer programs less likely to be widely known, but is short enough to be user-friendly. This handbook, although not all inclusive, provides an overview of programs of interest to a WT. Reference to non-Federal programs does not imply official endorsement by Department of the Army.

If there is a conflict between the guidance provided in this handbook and approved Department of the Army or US Army Medical Command regulations, pamphlets, circulars, or policy memoranda, the guidance provided in the higher headquarters publication will prevail. Send recommended changes to this handbook by email to WTCPER@CONUS.ARMY.MIL or by U.S. mail to:

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Recommended changes should be keyed to the specific page, paragraph, and line number. A rationale should be provided for each recommended change to aid in evaluation.

Anyone with internet access may download this handbook from the WTC website at http://wtc.army.mil/soldier/careers_and_employment.html.



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ACRONYMS

| | |
|---------|--|
| ACAP | Army Career and Alumni Program |
| ACES | Army Continuing Education System |
| ADA | Americans with Disabilities Act |
| AFCT | Armed Forces Classification Test |
| AKO | Army Knowledge Online |
| ASCAT | Army Spouse Career Assessment Tool |
| ASEP | Army Spouse Employment Partnership |
| AVOTEC | Army Vocational/Technical Program |
| AW2 | Army Wounded Warrior |
| AW2EI | Army Wounded Warrior Education Initiative |
| AWT | Army Warrior Training |
| BENS | Business Executives for National Security |
| CBWTU | Community Based Warrior Transition Unit |
| CEO | Chief Executive Officer |
| CIL | DOE Centers for Independent Living |
| COAD | Continuation on Active Duty |
| COAR | Continuation on Active Reserve |
| COMPO 1 | Component 1 = Active Duty Army |
| COMPO 2 | Component 2 = Army National Guard |
| COMPO 3 | Component 3 = Army Reserve |
| COOL | Army Credentialing Opportunities On-Line |
| CPAC | Civilian Personnel Advisory Center |
| CRC | DOL Civil Rights Center |
| CTP | Comprehensive Transition Plan |
| CWT | VA Compensated Work Therapy |
| DA | Department of the Army |
| DANTES | Defense Activity for Non-Traditional Education Support |
| DEA | Dependents Educational Assistance Program |
| DOE | U.S. Department of Education |
| DOL | U.S. Department of Labor |
| EBV | Entrepreneurship Bootcamp for Veterans with Disabilities |
| EEI | Employment, Education and Internship |
| EEOC | Equal Employment Opportunity Commission |
| EFMB | Expert Field Medical Badge |
| EIB | Expert Infantry Badge |
| EN | Employment Network |
| ERP | Employment Readiness Program |
| ESC | Army National Guard Education Support Center |
| ETA | Employment and Training Administration |
| FAFSA | Federal Application for Financial Student Aid |
| JER | Joint Ethics Regulation |
| KSA | Knowledge, Skills and Abilities |

ACRONYMS, Continued

| | |
|--------------|--|
| MEDCOM | Medical Command |
| MOS | Military Occupational Specialty |
| MGIB-AD | Montgomery GI Bill – Active Duty |
| MGIB-SR | Montgomery GI Bill – Selected Reserve |
| MMRB | MOS Medical Retention Board |
| NCO | Noncommissioned Officer |
| NCOES | Noncommissioned Officer Education System |
| OEF | Operation Enduring Freedom |
| OIF | Operation Iraqi Freedom |
| OPM | Office of Personnel Management |
| OWF | Operation Warfighter |
| PCS | Permanent Change of Station |
| PEBLO | Physical Evaluation Board Liaison Officer |
| PT | Physical Training |
| PTSD | Post Traumatic Stress Disorder |
| REALifelines | DOL Recovery and Employment Assistance Lifelines |
| REAP | Reserve Educational Assistance Program |
| REFRAD | Release from Active Duty |
| RTD | Return to Duty |
| SBA | Small Business Administration |
| SFAC | Soldier and Family Assistance Center |
| SSA | Social Security Administration |
| TA | Tuition Assistance |
| TAP/DTAP | Transition Assistance Program/Disabled Transition Assistance Program |
| TABE | Test for Adult Basic Education |
| TBI | Traumatic Brain Injury |
| USERRA | Uniformed Services Employment and Reemployment Rights Act |
| VA | U.S. Department of Veterans Affairs |
| VEAP | Veterans Educational Assistance Program |
| VETS | DOL Veterans Employment and Transition Services |
| VR&E | VA Vocational, Rehabilitation and Employment |
| VSO | Volunteer Service Organization |
| WIA | Workforce Investment Act |
| WSWF | Wall Street Warfighters Foundation |
| WT | Warrior in Transition |
| WTB | Warrior Transition Battalion |
| WTC | Warrior Transition Command |
| WTU | Warrior Transition Unit |

CHAPTER 1

INTRODUCTION

1.1. GENERAL

1.1.1. The mission of the Warrior in Transition (WT) is to heal and transition.

1.1.2. Implementing the Comprehensive Transition Plan (CTP) is the Warrior Transition Command's number one priority. The CTP is the key element leading to successful completion of the WT's mission.

1.1.3. The Employment, Education and Internship (EEI) opportunities in this handbook are available to all WTs regardless of their transition track, so long as the chosen EEI opportunities are consistent with the CTP Goals. The decision to pursue any particular EEI opportunity is a collaborative decision arrived at by the WT, supported by his/her Family, the Triad of Care, and other support networks. Participation in one or more EEI opportunity, coupled with clinical and therapeutic care giving, will give the WT and Family the best opportunity to fully heal and transition.

1.1.4. The Family and/or caregivers are key components of each WT's support network. Consultation with the Family/caregivers is critically important for the WT and for the Army support network (Triad of Care, WTU Cadre, etc) on important WT decisions regarding the CTP, goal-setting, EEI choices, etc. The contents of this handbook should be shared with the Family and/or caregivers.

1.1.5. Just as the circumstances of each Soldier's medical/physical condition are different, each WT's CTP will be unique. There cannot be a successful "one-size-fits-all" approach to developing training programs and EEI opportunities; therefore an individually tailored training and EEI program will be required for each Soldier. Since WTUs and CBWTUs do not have organic training resources, the development of unique, tailored training and EEI opportunities is a function of the creative use of resources outside the WTU/CBWTU. It is a command function to develop the creativity required to leverage non-organic resources.

1.1.6. This handbook provides WTU/CBWTU Commanders and Cadre guidance for carrying out WTC Policy Memo 09-003 (reference (m)) in support of CTP implementation. A complete understanding of the policy and this handbook is required to implement the policy. Similarly, a full understanding of OTSG/MEDCOM Policy Memo 09-011, "Comprehensive Transition Plan (CTP) Policy," March 10, 2009 (reference (k)) and WTC Policy Memo, "Warrior in Transition (WT) Medical and Military Responsibilities," September 18, 2009 (reference (l)) is essential for WTU and CBWTU staffs.

1.2. REFERENCES, POLICIES AND STATUTORY AUTHORITY

1.2.1. DoD 5500.7-R, “Joint Ethics Regulation (JER),” Mar 23, 2006 provides a single source for standards of ethical conduct. The JER prohibits Soldiers and civilian employees from soliciting local businesses or local, county, and state governments to gain employment or internships.

1.2.2. DoD Instruction 1000.17, “Detail of DoD Personnel to Duty Outside the Department of Defense,” April 16, 2008 does not permit DoD employees to participate outside of the DoD on detail unless reimbursed, and if not reimbursed the person on detail must not be on his or her last tour before retirement or separation.

1.2.3. Americans with Disabilities Act (ADA) of 1990 provides a national mandate for the elimination of discrimination (including discrimination in employment and education) against individuals with disabilities. The ADA also provides clear, strong, consistent, enforceable standards addressing discrimination against individuals with disabilities.

1.2.4. “DoD Operation Warfighter (OWF) Program Charter,” July 1, 2009 authorizes WT internships at federal agencies in the Washington, DC National Capital Region. OWF will be expanded to facilitate this function in the local area at each WTU/CBWTU.

CHAPTER 2

RETURN TO DUTY

2.1. GENERAL

2.1.1. Commanders and staff of WTUs/CBWTUs should encourage WT's to return to duty when they are considering their CTP track. When a WT enters the Return to Duty (RTD) track, it is a win-win for the Soldier and the Army: the Army retains a highly trained and motivated Soldier and the WT is able to further his or her career and provide for his or her Family. The viability of returning to duty is determined by two factors: WT's interest in returning to duty and medical board findings. To facilitate a return to duty, WTUs/CBWTUs must make every effort to meet the needs of WT's by developing/coordinating Soldier skills training programs.

2.1.2. Whether the WT is able to return to duty in the same Military Occupational Specialty (MOS) or will return to duty in a different MOS, much of the WT preparation is identical and most WTU/CBWTU responsibilities are the same. The principal differences are:

2.1.2.1. A WT who returns to duty in the same MOS requires refresher training for current MOS skills. (More detailed information is available at 2.3, 2.4, 2.8, and 2.9.)

2.1.2.2. A WT who returns to duty in a different MOS requires training for new MOS skills. (More detailed information is available at 2.4, 2.8, 2.9, and 2.10.)

2.1.3. A WT who is likely to return to duty in the same MOS should be considered for assignment as cadre at a WTU or CBWTU. This will leverage the empathy of a former WT and make best use of the knowledge/experience gained during the Soldier's tenure as a WT. If the WT is a good performer and is amenable to considering such an assignment, the WTU cadre should discuss this option with the WT and determine the WT's preferred WTU or CBWTU for assignment.

2.1.4. Medical/physical therapy appointments, treatment, and rehabilitation are a higher priority than training. However, there is neither a requirement nor a desire for the completion of rehabilitation before a WT begins training. As the WT transitions, he or she will have more opportunities for training as time allows.

2.1.5. Significant training requirements accompany a return to duty for those WT's on this track. WTUs/CBWTUs should develop training programs that enable WT's to maintain/improve their Soldier skills, warrior skills, MOS skills and physical fitness by leveraging relationships with local units for the use of their training facilities and resources.

2.1.6. The reference for retention programs is AR 601-280; reference f, provides additional information.

2.2 CAREER COUNSELORS

2.2.1. Career Counselors are generally assigned to the Commander's special staff, and are under the direct supervision of the Command Sergeant Major. They serve as the Commander's administrators and expert advisor regarding the Army Retention Program. In addition to the duties and responsibilities detailed in AR 601-280 (reference (f)), WTU Career Counselors are key components of the Army Warrior Care and Transition Program which begins the day a Soldier enters the WTU and continues throughout the Soldier's Comprehensive Transition Plan.

2.2.2. The WTU Career Counselor is able to advise about:

- Career enhancement opportunities
- Military and civilian education opportunities
- Retraining for a different MOS
- COAD/COAR
- Pre-qualification for programs, such as Officer Candidate School, Drill Sergeant, Recruiting and Platoon Sergeant programs
- Completion of DA Form 4838 (ARNG/USAR Extension); ensures a "One-Stop-Shop" for all components
- Selecting, training, and assisting Company Reenlistment NCOs

2.3. MOS SPECIFIC TRAINING

2.3.1. WTs will lose perishable skills if they are not maintained. WTUs/CBWTUs facilitate Soldier development and skill maintenance by establishing appropriate training programs to ensure a WT is capable in his/her MOS when able to return to duty.

2.3.2. WTUs/CBWTUs also initiate and manage MOS training programs for WTs who will return to duty in a different MOS.

2.4. ARMY WARRIOR TRAINING (AWT)

2.4.1. Army Warrior Training (AWT) is a collection of tasks in which Soldiers are expected to be proficient. There are four levels of AWT. Each level has a representation of collective tasks that include shoot, communicate, urban operations, move, and fight.

2.4.2. WTUs/CBWTUs will develop programs for AWT skill development for WTs who meet the medical qualifications to participate and wish to remain in the military. More information is available at: www.train.army.mil.

2.5. CORRESPONDENCE COURSES. Correspondence courses are designed to support skill building for Noncommissioned Officers (NCOs) as they prepare for Noncommissioned Officer Education System (NCOES) schools. Correspondence courses provide a valuable way for WT's to further their military knowledge and to gain promotion points while in a WTU/CBWTU as they progress in their return to duty.

2.6. GT SCORE IMPROVEMENT. GT Score Improvement Classes are offered to enlisted Soldiers and are designed to develop educational competencies required for job performance, skill qualification, and career growth. Classes will also improve scores when retaking the Armed Forces Classification Test (AFCT). It is a basic skills education program consisting of reading, writing, and math instruction in a group format. Individual instruction is provided to those unable to meet during normal group classes. An applicant must have a GT score less than 110 and must have scored 10.2 or above on the Test for Adult Basic Education (TABE).

2.7. PHYSICAL TRAINING (PT). Physical fitness is essential for WT's planning to return to duty. WTUs/CBWTUs implement a physical training (PT) plan for WT's who wish to return to duty. It must be consistent with the WT physical profile and with the Army Physical Fitness Training Manual. WT's are required to pass a PT test (standardized or with alternate event according to profile) and meet Army height/weight standards before they are found fit for duty and return to their unit.

2.8. LOCAL UNIT PARTICIPATION. WTUs/CBWTUs can leverage training resources of other units to include WT participation in activities such as weapons qualification, badge program training (e.g., Expert Infantry Badge (EIB) or Expert Field Medical Badge (EFMB), field training, etc., to support the WT's MOS. These activities will be consistent with the WT's medical plan and physical capabilities.

2.9. WORK SITE PLACEMENT

2.9.1. WTUs/CBWTUs are encouraged to place WT's in a work site to assist in their return to duty. Temporary duties must neither interfere with WT medical care nor include work outside the scope of the WT's medical profile. Assigned duties must be appropriate to WT rank.

2.9.2. The work site should be complementary with the WT RTD goals to the maximum extent possible. For example, if an enlisted 11B infantryman will return to duty to his infantry

unit, he should be allowed to participate in unit functions such as equipment maintenance, Sergeants Time Training, etc., as long as it is within the limits of his profile.

2.9.3. WTs are expected to follow the policies detailed in WTC Policy Memo “Warrior in Transition (WT) Medical and Military Responsibilities,” September 18, 2009 in addition to following rules established by the WTU and the unit of his/her worksite. Some additional rules include, but are not limited to:

- Warriors must be on time; WTUs/CBWTUs will document WT absences.
- Warriors must maintain military bearing at all times.
- Warriors must not terminate job assignment without command approval.

2.10. RETURN TO DUTY – DIFFERENT MOS. WTs determined unfit to perform in their primary MOS may be referred to an MOS Medical Retention Board (MMRB). An MMRB will evaluate the WT to determine if he or she can perform in another MOS. An MMRB may determine whether or not a WT can remain in the military only upon reclassification to a different MOS. For example, a Fit For Duty WT from Fort Sam Houston worked in the AMEDD School-house to gain on-the-job-training. As a result, the WT gained an interest in Occupational Therapy and is now scheduled to attend ASI N3 training (Occupational Therapist). Additionally, the WT will be assisting the OT section of the WTU until ASI N3 training begins.

2.11. CONTINUATION ON ACTIVE DUTY/CONTINUATION ON ACTIVE RESERVE (COAD/COAR).

2.11.1. Soldiers with severe wounds, illness, or injuries often think their military career is over – this may not be true. All Soldiers found unfit for duty by a Physical Evaluation Board (PEB) or Medical Evaluation Board (MEB) are eligible to apply for Continuation on Active Duty (COAD)/Continuation on Active Reserve (COAR) regardless of the extent of their injuries. The U.S. Army Wounded Warrior Program (AW2) Advocates assist AW2 Soldiers who are interested in pursuing COAD or COAR.

2.11.2. To be eligible for COAD/COAR, a Soldier must meet at least one of the following requirements:

- Served for 15-20 years for COAD
- Served for 15-20 qualifying years for non-regular retirement for COAR
- Qualified in a critical skill or shortage Military Occupational Specialty (MOS)
- Disabled due to combat or terrorism

2.11.3. More information is available at http://wtc.army.mil/soldier/transition_options.html or from an AW2 Advocate.

CHAPTER 3

SEPARATION

3.1. GENERAL. WTs of Component 1 (COMPO 1) who will undergo separation and WTs of COMPO 2 and 3 who will be Released from Active Duty (REFRAD) may be good candidates to fill positions supporting the Department of the Army. There are several important, appropriate jobs for WTs, including WTU Cadre, Physical Evaluation Board Liaison Officer (PEBLO), Ombudsman, AW2 Advocate and other MEDCOM positions. WTC is currently developing a manual process, procedures and tracking mechanism to ensure interested, qualified WTs are given the opportunity to fill these government positions or are properly referred where these are contract positions. Eventually this process will be incorporated into the CTP automated solution.

3.2. ACTIVE DUTY

3.2.1. Active Duty (COMPO 1) Soldiers who will be medically separated or retired from the Army follow the separation track. WTUs/CBWTUs should strongly encourage WTs participate in the employment and internship programs.

3.2.2. WTUs/CBWTUs ensure COMPO 1 Soldiers are provided EEI opportunities consistent with their CTP and/or career goals, to ensure success in their mission of becoming a productive Veteran.

3.3. NATIONAL GUARD AND RESERVE

3.3.1. National Guard and Reserve (COMPO 2 and 3) Soldiers attached to a WTU/CBWTU who are medically cleared to return to their unit will be REFRAD. Many of these Soldiers had civilian careers before they were called to active duty. WTUs/CBWTUs manage programs to assist WTs return to civilian life and civilian employment. COMPO 2 and 3 Soldiers may desire or require a different career upon their return to civilian life.

3.3.2. WTUs/CBWTUs will support COMPO 2 and 3 Soldiers who choose to participate in any of the available EEI programs.

APPENDIX A
EMPLOYMENT RESOURCES

AA1.0. DEPARTMENT OF THE ARMY EMPLOYMENT ASSISTANCE

AA1.1. Army Wounded Warrior (AW2) Employment and Education Assistance

AA1.1.1. AW2 supports and offers career counseling during medical treatment, rehabilitation, and transition back into the Army or civilian community for AW2 Soldiers and their Families.

AA1.1.2. AW2 assists AW2 Soldiers and Families to navigate through federal, state, and private employment and education systems; link them with appropriate education and employment resources.

AA1.1.3. AW2 develops and implements expedited hiring application processes with federal, state and private organizations.

AA1.1.4. AW2 implements educational opportunities/initiatives targeted for the AW2 population.

AA1.1.5. AW2 sponsors career expos and career and educational fairs for AW2 Soldiers and Families.

AA1.1.6. AW2 links AW2 Soldiers and Families with Army Career and Alumni Program for federal and civilian resume assistance.

AA1.1.7. More information is available at:
http://wtc.army.mil/soldier/careers_and_employment.html.

AA1.2. Soldier and Family Assistance Center (SFAC) Employment Assistance

AA1.2.1. An SFAC employment specialist provides programs such as individual resume writing, interview training and job search assistance. They will also have access to the Warrior Gateway Portal to support WTs and Families.

AA1.2.2. More information is available at:
<http://www.myarmyonesource.com/FamilyProgramsandServices/WoundedWarriors/SoldierandFamilyAssistanceCenter.aspx>

AA1.3. Army Career and Alumni Program (ACAP)

AA1.3.1. The ACAP program is designed to provide transition services for all separating Soldiers, their Families, and Veterans on space available basis. Services include, but are not limited to:

- Resume writing assistance
 - Job Search
 - Translating MOS skills to civilian skills
 - Veterans Benefits Briefings
 - Disabled Veterans Benefits Briefings
 - Transition Assistance Program/Disabled Transition Assistance Program (TAP/DTAP)
- more information is available at: <http://www.turbotap.org/register.tpp>

AA1.3.2. More information is available at: www.acap.army.mil.

AA1.4. Employment Readiness Program

AA1.4.1. Employment Readiness Program (ERP) services are available to active duty military, active Reserve and National Guard, Wounded Warriors, transitioning military, retirees, all military spouses, and Department of the Army (DA) civilians

AA1.4.2 The ERP offers up-to-date resource information on available employment opportunities, market and job trends, education, and volunteer resources to help individuals make informed decisions when seeking employment. Employment related classes and seminars on self-assessment and career exploration, resume and resumix writing, interviewing techniques, dressing for success, networking, and entrepreneurship are offered by ERP Managers.

AA1.4.3. Coordination with installation Civilian Personnel Advisory Center (CPAC), community agencies, DOD contractors, local employers, Army Spouse Employment Partnership businesses, and local Chamber of Commerce businesses to expand employment opportunities for eligible members, is another facet of the program.

AA1.4.4 The Army Spouse Career Assessment Tool (ASCAT), is an on-line career assessment tool available 24/7 to all Army spouses. Employment managers can use this tool to help clients assess their interest and skills, personality, and temperament as it relates to employment options. These results help determine what jobs to target, create a career profile, and increase income opportunities. This free tool is located on the Army One Source website under the Career and Education tab. More information on ASCAT is available at ERP offices.

AA1.4.5. One stop job searching can be found at www.militaryspousejobsearch.org. The search engine pulls jobs from the major job hunting websites and allows individual employers to register and post individual jobs. Local jobs appear on the site that will not be found through popular search engines.

AA2.0. FEDERAL EMPLOYMENT ASSISTANCE

AA2.1. The primary function of the Department of Veterans Affairs (VA) Vocational Rehabilitation and Employment (VR&E) Program is to help Veterans who have service-connected disabilities become suitably employed, maintain employment, or achieve independence in daily living. Services that may be provided by VR&E include:

AA2.1.1. Comprehensive rehabilitation and evaluation to determine abilities, skills, interests, and needs.

AA2.1.2. Vocational counseling and rehabilitation planning.

AA2.1.3. Employment services such as job-seeking skills, resume development, testing, and other work readiness assistance.

AA2.1.4. Assistance finding and keeping a job, including the use of special employer incentives.

AA2.1.5. Training such as On the Job Training, apprenticeships, and non-paid work experiences.

AA2.1.6. Post-secondary training at a college, vocational, technical or business school.

AA2.1.7. Supportive rehabilitation services including case management, counseling, and referral.

AA2.1.8. Independent living services.

AA2.1.9. VetSuccess. This comprehensive, integrated, Internet-based network provides a virtual one stop employment center. The website is for Soldiers to distribute their resumes and for federal agencies to post jobs. More information is available at: <http://vetsuccess.gov>

AA2.2. VA Compensated Work Therapy

AA2.2.1. VA Compensated Work Therapy (CWT) is a vocational rehabilitation program that matches and supports work-ready Veterans in competitive jobs, by consulting with business and industry regarding their specific employment needs.

AA2.2.2. Services that may be provided by VA CWT include:

- State of the art vocational rehabilitation services
- Job matching and employment support
- Vocational case management
- Work site and job analysis
- Consultation regarding assistive technology

- Reasonable accommodation
- Guidance in addressing ADA regulations compliance

AA2.3. Department of Labor (DOL) Veterans Employment and Transition Services (VETS)

AA2.3.1. The mission of VETS is to provide Veterans and transitioning Service members with the resources and services to succeed in the 21st century workforce by maximizing their employment opportunities, protecting their employment rights and meeting labor-market demands with qualified Veterans today.

AA2.3.2. More information is available at: <http://www.dol.gov/vets>.

AA2.4. DOL REALifelines Program

AA2.4.1. The Recovery and Employment Assistance Lifelines (REALifelines) Advisor provides Veterans and transitioning Service members wounded, ill or injured during Operation Enduring Freedom/Operation Iraqi Freedom (OEF/OIF), and their Family members, with resources to successfully transition to a rewarding career.

AA2.4.2. More information is available at: <http://www.dol.gov/elaws/realifelines.htm>.

AA2.5. DOL America's Heroes at Work Program

A2.5.1. America's Heroes at Work is a U.S Department of Labor (DOL) project addressing the employment challenges of returning Service members living with Traumatic Brain Injury (TBI) and/or Post-Traumatic Stress Disorder (PTSD) - an important focus of the President's Veterans agenda. The project equips employers and the workforce development system with the tools they need to help returning Service members affected by TBI and/or PTSD succeed in the workplace - particularly Service members returning from Iraq and Afghanistan.

A2.5.2. More information is available at: <http://www.americaheroesatwork.gov>.

AA2.6. DOL One-Stop Career Centers

AA2.6.1. One-Stop Career Centers are designed to provide a full range of assistance to job seekers under one roof. Established under the Workforce Investment Act, the centers offer training referrals, career counseling, job listings, and similar employment-related services. Customers can visit a center in person or connect to information through PC or computer kiosk.

AA2.6.2. The One-Stop Career Center System is coordinated by DOL's Employment and Training Administration (ETA). ETA's Web site provides a clickable map of One-Stop Centers' web sites for each state and a list of state, regional, and local center contacts. One may also find a center by calling ETA's toll-free help line at (877) US-2JOBS (877-872-5627).

AA2.6.3. More information is available at:
<http://www.dol.gov/dol/topic/training/onestop.htm>.

AA2.7. Social Security Ticket to Work Program

AA2.7.1. The Ticket to Work Program provides most people receiving Social Security benefits more choices for receiving employment services. Under this program the Social Security Administration (SSA) issues tickets to eligible beneficiaries who, in turn, may choose to assign those tickets to an Employment Network (EN) of their choice to obtain employment services, vocational rehabilitation services, or other support services necessary to achieve a vocational (work) goal. The EN that accepts the ticket will coordinate and provide appropriate services to help the beneficiary find and maintain employment.

AA2.7.2. More information is available at:
<http://www.socialsecurity.gov/work/default.html>.

AA2.8. U.S. Department of Education (DOE) Centers for Independent Living (CIL)

AA2.8.1. The DOE Centers for Independent Living program provides grants for consumer-controlled, community-based, cross-disability, nonresidential, private nonprofit agencies designed and operated within a local community by individuals with disabilities and provide an array of independent living services.

AA2.8.2. At a minimum, centers are required to provide the core services of information and referral, independent living skills training, peer counseling, and individual and systems advocacy. Most centers are also actively involved in one or more of the following activities: community planning and decision-making; school-based peer counseling, role modeling, and skills training; working with local governments and employers to open and facilitate employment opportunities; interacting with local, state, and federal legislators; and staging recreational events that integrate individuals with disabilities with their nondisabled peers.

AA2.8.3. More information is available at: <http://www.ed.gov/programs/cil/index.html>.

AA2.9. Small Business Administration (SBA)

AA2.9.1. The SBA helps Americans start, build and grow businesses. Through an extensive network of field offices and partnerships with public and private organizations, SBA delivers services to people throughout the U.S., Puerto Rico, the U. S. Virgin Islands and Guam.

AA2.9.2. The mission of the SBA Office of Veterans Business Development is to maximize the availability, applicability and usability of all SBA programs for Veterans, service-disabled Veterans, reserve component members, and their dependents or survivors.

AA2.9.3. The SBA Patriot Express loan can be used for most business purposes, including start-up, expansion, equipment purchases, working capital, inventory or business-occupied real-estate purchases.

AA2.9.4. More information is available at: <http://www.sba.gov>.

AA2.10. ADA Employment and Labor Rights

AA2.10.1. The Equal Employment Opportunity Commission (EEOC) enforces the laws regarding discrimination and employment. Discrimination based upon race, color, religion, sex, national origin, age, and non-disqualifying disabilities is illegal. More information is available at: http://www.eeoc.gov/abouteeo/overview_laws.html.

AA2.10.2. The DOL Civil Rights Center (CRC) administers and enforces various federal statutes, regulations, and executive orders that relate to nondiscrimination and equal opportunity. These three types of equal opportunity laws forbid discrimination:

- On various bases in programs and activities receiving federal financial assistance, either from DOL itself or, under Title I of the Workforce Investment Act (WIA), from another federal department; and
- On the basis of disability:
 - by specific types of public entities (such as state and local governments)
 - in programs and activities conducted by DOL

AA2.10.3. More information is available at: <http://www.dol.gov/oasam/programs/crc/>.

AA2.11. Uniformed Services Employment and Reemployment Rights Act (USERRA)

AA2.11.1. USERRA is a federal statute that protects Service members' and Veterans' civilian employment rights. Among other things, under certain conditions USERRA requires employers to put individuals back to work in their civilian jobs after military service. USERRA also protects Service members from discrimination in the workplace based on their military service or affiliation.

AA2.11.2. More information is available at: <http://www.usdoj.gov/crt/military/statute.htm>.

AA2.12. Veterans' Preference

AA2.12.1. The U.S. Government has laws to assist Veterans who seek federal employment from being penalized for their time in military service. Veterans who are disabled or who served on active duty during specific times/campaigns are entitled to preference in hiring and during reductions in force. Preference applies in hiring for virtually all jobs whether in the competitive or excepted service. The Office of Personnel Management (OPM) administers

entitlement to Veterans' preference in federal employment under Title 5, United States Code, and oversees other statutory employment requirements in title 5 and 38. However, Veterans' preference laws do not guarantee Veterans a job, nor do they give Veterans preference in internal agency actions such as promotion, transfer, reassignment and reinstatement.

AA2.12.2. For more specific information on Veterans' preference, OPM has developed the Vets Info Guide. This guide explains how the federal employment system works and how Veterans' preference and the special appointing authorities for Veterans operate within the system. This guide is available at: <http://www.opm.gov/veterans/html/vetsinfo.htm>.

AA2.13 National Resource Directory for Wounded Warriors

AA2.13.1 The directory is a Web-based network of care coordinators, providers and support partners with resources for wounded, ill, and injured Service members, Veterans, their Families, Families of the fallen and those who support them.

AA2.13.2 The directory is organized into six major categories:

- Benefits and Compensation
- Education, Training and Employment
- Family and Caregiver Support
- Health
- Housing and Transportation
- Services and Resources

AA2.13.3. More information is available at www.nationalresourcedirectory.org.

AA3.0. PROGRAMS FOR SPOUSES

AA3.1. The Army Spouse Employment Partnership (ASEP) helps spouses find rewarding work through partnerships with national companies who agree to allow the military spouse the option of taking their job with them when they move to a new duty station. More information is available at <http://www.myarmyonesource.com/skins/aos2/display.aspx?moduleid=426d245d-843e-4e0d-a49a-a662716441b7&mode=user&AllowSSL=true>

AA3.2. Education. The Department of the Army and the Department of Veterans Affairs provide several networks and programs that may assist the spouse in education. More information is available at www.myarmyonesource.com and www.va.gov.

AA3.3. Effective Sept. 11, 2009 some military spouses may apply for federal jobs without going through the normal "competitive process." If agencies decide to use this new hiring authority, spouses will be able to get hired quickly. The intended effect of this rule is to facilitate

the entry of military spouses into the federal civil service as part of an effort to recruit and retain skilled and experienced members of the armed forces and to recognize and honor the service of members injured, disabled, or killed in connection with their service.

AA3.3.1. This new authority is a noncompetitive hiring mechanism. It does not establish or constitute a hiring preference for eligible spouses, nor does it create an entitlement to a federal job for eligible spouses. Use of this authority is completely at the discretion of hiring agencies and applicants still must meet specific job-qualification criteria listed for individual positions. This is one of many hiring tools agencies may use to recruit needed individuals.

AA3.3.2. Eligibility Information is available under the heading “10-Point Derived Preference” at: www.opm.gov/veterans/html/vetguide.asp

AA3.4. Soldier and Family Assistance Center (SFAC). The SFAC provides services to assist Soldiers and their Families. These services may include education and employment assistance. More information is available at: <http://www.myarmyonesource.com/FamilyProgramsandServices/WoundedWarriors/SoldierandFamilyAssistanceCenter.aspx>

AA4.0. WARRIOR GATEWAY PROJECT

AA4.1. Business Executives for National Security (BENS) is developing a solution to assist Soldiers and Families navigate the maze of private organizations serving Veterans and successfully reenter civilian life. To build a user-friendly, web-based Warrior Gateway platform, BENS brought together a coalition of business and military leaders who are working with best-in-class technology companies and other experts to support all transitioning Service members, Veterans and their Families. The mission of the Warrior Gateway is to serve those who serve our military communities.

AA4.2. The solution is to build a single portal to serve as a trusted and reliable resource for the military community to quickly find service providers that satisfy their needs, identify academic programs they are interest in and easily find employers seeking their valuable skills while enabling improvements in the service provider sector through metrics and collaboration.

AA4.3. Warrior Gateway will:

- Give Veterans and their Families easy access to a user-friendly, central repository of information about military community service providers.
- Provide virtual communities where Veterans and their Families can connect with each other for support.
- Offer career exploration and employment resources to help Veterans understand how their skills and interests transfer to private-sector jobs.

AA4.4. Warrior Gateway Core Benefits:

- Better access to information and services rated by the military community.
- Help wounded warriors, Veterans and spouses explore career opportunities and connect with regional training and education programs.
- Drive improvement in the service provider community through evaluation and collaboration.
- A national platform that will support the military community through the latest social networking technology, outreach, career support.

AA4.5. A phased beta test roll-out of Warrior Gateway is scheduled for 2010. Initially, 130 companies have expressed interest in hiring WT's and/or their Families. When deployed, Warrior Gateway will provide services similar to other job search engines. Specific functions include:

- Translate military skills into skills valued by employers in the civilian workforce (e.g., WT's can enter an MOS and return a list of jobs which utilize those skills, which then link to actual postings for those jobs).
- A nation-wide search area: Veterans can seek jobs out-of-state if they prefer.
- Digital Postcards. Companies finding a match between their desired skills and a WT's skills can send a simple, digital postcard inviting the member to apply for the position.

AA5.0. COMING HOME TO WORK (CHTW) PROGRAM

AA5.1. VA's Coming Home to Work (CHTW) initiative is VR&E's early intervention and outreach program designed to assist Service members and Veterans to obtain and maintain suitable employment and increase independence in daily living. The focus of the CHTW program is to provide opportunities for Service members and Veterans to obtain work experience, develop skills needed to transition to civilian employment, determine potential career opportunities, and return to suitable employment. Under the CHTW program, VR&E services are made available to Service members pending separation from active military duty and Veterans receiving treatment at their Community Based Warrior Transition Units, military treatment facilities, and VA medical centers.

AA5.2. CHTW Coordinators provide Service members and Veterans with assistance with all services that will lead to successful transition from military to civilian employment, including: completing applications for VR&E services, obtaining a memorandum rating, conducting vocational assessments and career counseling, developing and implementing rehabilitation plans to develop job skills (such as college or other training programs), coordinating with medical teams, and providing on-going case management assistance.

AA5.3. More information is available at: www.vetsuccess.gov.

APPENDIX B

EDUCATION RESOURCES

AB1.0. ARMY AND DOD EDUCATION PROGRAM SUPPORT

AB1.1. Army Continuing Education System (ACES)

AB1.1.1. ACES, through its many programs, promotes lifelong learning opportunities and sharpens the competitive edge of Army, 2010 and beyond. ACES is committed to excellence in service, innovation, and deployability. There is an ACES counselor at every Army Education Center.

AB1.1.2. GoArmyEd is the official website of ACES and is a dynamic online portal that automates many of the paper-based processes that previously required personal contact between a Soldier and the Army Education Counselor. GoArmyEd is the virtual gateway to request Tuition Assistance (TA) online, any time for classroom, distance learning, and eArmyU online college courses.

AB1.1.3. More information is available at: <http://www.goarmyed.com>.

AB1.2. Defense Activity for Non-Traditional Education Support (DANTES). ACES brings DANTES to the installation. The DANTES mission is to support the off-duty, voluntary education programs of DoD and to conduct special projects and development activities in support of education-related functions of the DoD. More information is available at: http://www.dantes.doded.mil/Dantes_web/DANTESHOME.asp.

AB2.0. POST-SECONDARY PROGRAMS

AB2.1. Graduate and Post-Graduate Opportunities. Some WTs may find their wound, illness or injury does not support their return to duty in the same or different MOS. Those WTs, with undergraduate degrees may find pursuing a graduate or a post-graduate degree is an appropriate and rewarding part of their transition process.

AB2.2. Post-Secondary Programs. Post-secondary programs are academic, vocational, technical, and occupational courses of study leading to a credential or degree. Colleges and universities have developed certificate programs allowing non-degree seeking students to “build” courses toward a “capstone” certificate. Postsecondary program courses may be offered through modules or under the capstone concept but should not be confused with certificate courses/programs offered through proprietary institutions at the postsecondary level.

AB2.3. Traditional University. A traditional university is an institution of higher education and research that grants academic degrees in a variety of subjects. A university provides both undergraduate education and postgraduate education.

AB2.4. Community College. A community college, sometimes called junior college, technical college, or city college, is primarily a two-year institution providing post-secondary education; they may award certificates, diplomas, and associates degrees.

AB2.5. Vocational/Technical Training. Vocational education, technical education, vocational education and training (VET), or career and technical education (CTE) are all similar terms that describe education and/or training that prepares learners for manual jobs usually related to a specific trade, occupation or vocation.

AB2.6. Apprenticeship. An apprenticeship is a system of training a new generation of practitioners of a skill. Most apprentice training is done on the job while working for an employer who helps the apprentice learn their trade, in exchange for their continuing labor for an agreed period after they become skilled. Theoretical education may also be involved, informally via the workplace and/or by attending vocational schools while still being paid by the employer.

AB2.7. Licensure and Certification

AB2.7.1. Licensure refers to the condition of having a license granted by legal authority to practice or work in a profession. Usually, licenses are administered by a governmental entity for public protection purposes.

AB2.7.2. Certification refers to the designation earned by a person to assure qualification to perform a job or task. Certification attests to a person's professional expertise by a certificate-granting organization, which is usually a professional society. Licenses are typically earned by individuals with significant professional experience after passing a rigorous examination. Generally, a certificate is either valid for life, or must be renewed periodically. Evidence of continued learning (as documented by earning continuing education units) is frequently required for certificate renewal.

AB3.0. FEDERAL EDUCATION PROGRAMS

AB3.1. Historically, the G.I. Bill (officially titled Servicemen's Readjustment Act of 1944, P.L. 78-346, 58 Stat. 284m) was an omnibus bill providing college or vocational education for returning World War II Veterans (commonly referred to as GIs) as well as one year of unemployment compensation. It also provided different types of loans for returning Veterans to buy homes and start businesses. Since the original act, the term has come to include other veteran benefit programs created to assist Veterans of subsequent wars and peacetime service.

AB3.1.1. The current Montgomery GI-Bill- Active Duty (MGIB-AD). The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following release from active duty. This program is also commonly known as Chapter 30.

AB3.1.2. Montgomery GI Bill - Selected Reserve (MGIB-SR). The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

AB3.1.3. Post 9/11 GI Bill (Newest GI Bill). The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. An honorable discharge is an eligibility requirement for the Post-9/11 GI Bill. Benefits are payable for 15 years following release from active duty. More information is available at:
http://www.gibill.va.gov/GI_Bill_Info/CH33/Post-911.htm.

AB3.1.4. Reserve Educational Assistance Program (REAP). REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for FY 2005. It is a new DoD education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or contingency operation as declared by the President or Congress. This new program provides educational assistance to COMPO 2 Soldiers who are called to duty for 90 days or more. Members may be eligible after serving 90 consecutive days on active duty after September 11, 2001.

AB3.1.5. Veterans Educational Assistance Program (VEAP). VEAP is available if you first entered active duty between January 1, 1977 and June 30, 1985 and you elected to make contributions from your military pay to participate in this education benefit program. Individual contributions are matched on a \$2 for \$1 basis by the government. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

AB3.1.6. Survivors' and Dependents' Educational Assistance Program (DEA). DEA provides education and training opportunities to eligible dependents of Veterans who are permanently and totally disabled due to a service-related disability, or who died while on active duty or as a result of a service related disability. The program offers up to 45 months of

education benefits. These benefits may be used for degree and certificate programs, on-the-job training, and apprenticeships. A spouse may take correspondence courses. Remedial, deficiency and refresher courses may be approved under certain circumstances. Section 301 of Public Law (PL) 109-461 added a new category to the definition of “eligible person” for DEA benefits.

- The new category includes the spouse or child of a person who VA determines has a service-connected permanent and total disability, and:
 - At the time of VA's determination is a member of the Armed Forces who is hospitalized or receiving outpatient medical care, services, or treatment, and
 - Is likely to be discharged or released for this service-connected disability.
- Period of eligibility.
 - A service member's child who wishes to receive benefits for attending school or job training must be between the ages of 18 and 26. In certain instances, it is possible to begin before age 18 and to continue after age 26. Marriage is not a bar to this benefit.
 - Benefits for a service member's spouse end 10 years from the date VA finds the spouse eligible or from the date of death of the veteran. If VA rated the veteran permanently and totally disabled with an effective date of 3 years from discharge a spouse will remain eligible for 20 years from the effective date of the rating.
 - For surviving spouses (spouses of service members who died on active duty) benefits end 20 years from the date of death.
 - Remarriage of a surviving spouse before age 57 will affect eligibility.
- More information is available by calling 888-GI-BILL-1 (888-442-4551) or at: <http://www.gibill.va.gov>.

AB4.0. INDEPENDENT EDUCATION PROGRAMS

AB4.1. Entrepreneurship Bootcamp for Veterans with Disabilities (EBV).

AB4.1.1. The EBV offers cutting edge, experiential training in entrepreneurship and small business management to Soldiers, Sailors, Airmen, and Marines disabled as a result of their service supporting Operations Enduring Freedom and Iraqi Freedom. The intent of the EBV is to open the door to entrepreneurial opportunities and small business ownership by developing competencies related to creating and sustaining an entrepreneurial venture, and by helping coordinate efforts with programs and services for Veterans and others with disabilities.

AB4.1.2. The EBV was first introduced by the Whitman School of Management at Syracuse University in 2007. The EBV Consortium of Schools now includes UCLA Anderson School of Management, Florida State University's College of Business, Mays Business School at Texas A&M, the Krannert School of Management at Purdue University, and the University of Connecticut School of Business. All six schools offer the EBV on their campuses.

AB4.1.3. Like Army Bootcamp, this program is intense, rigorous, and challenging. Building upon key elements of Syracuse University's nationally-ranked entrepreneurship curriculum, the bootcamp consists of a series of training modules designed to help the student grow a successful and profitable businesses. A team of experienced faculty and successful entrepreneurs works with the student, providing a fun, interactive, and informative experience. Entrepreneurship ideas and concepts are introduced, with instruction on how they would apply to a potential business. The EBV program is offered entirely free to qualified Veterans who are accepted into the program.

AB4.1.4. Applications are accepted from Veterans who meet the following criteria:

- A 'service-connected disability' as designated by the Department of Veterans Affairs or Department of Defense.
- Military service after September 2001.
- A passion for entrepreneurship.

AB4.1.5. The practical elements of the program will involve three phases.

- Phase one begins with 30 days of online course work, focused on the basic skills of entrepreneurship.
- Phase two is a 9 day residency at a host EBV University. There are as many as 30 guest speakers who are CEOs of Fortune 500 companies, professional athletes, or national government leaders.
- Phase three is a 12 month period of mentorship to support the student in developing the business.

AB4.1.6. More information is available at www.whitman.syr.edu/ebv/.

AB4.2. Army Wounded Warrior Education Initiative (AW2EI).

AB4.2.1. In February 2008, the Army announced the Army Wounded Warrior (AW2) Education Initiative with the University of Kansas that will allow wounded Soldiers to earn a master's degree at the school and to apply what they have learned inside the Army's own academic community. This pilot program allows severely wounded Soldiers the opportunity to complete a master's degree, then return to the Army and work in assignments where the Combined Arms Center benefits from their education and personal experiences.

AB4.2.2. Criteria for participation in this program:

- Must be an AW2 Soldier or AW2 Veteran, with injuries incurred in the line of duty in OEF/OIF theaters of operations.
- Must be Continued on Active Duty (COAD) or medically retired.

- Must have earned an accredited bachelor degree by January 1 of the year classes will start (e.g., 1 Jan 2010 for the following fall 2010 semester start).

AB4.2.3. Under the pilot program, participants will complete their master's degree at the University of Kansas, while the Army pays all educational costs.

AB4.2.4. Upon completion of their degree program, graduates will be assigned to TRADOC positions throughout CONUS. Upon completion of this Army-funded program, both COAD Soldiers and civilian graduates will incur a service obligation equal to three times the length of their academic program, computed in accordance with federal civilian rules or military regulations.

AB4.2.5. AW2 Careers and Education may be contacted at: AW2careerprogram@conus.army.mil for more information

AB4.3. Wall Street Warfighters Foundation (WSWF).

AB4.3.1. The mission of WSWF is to identify, develop, and place disabled Veterans in long-term professions in the financial services industry following their military service. The foundation believes that the community of Veterans is a pillar of the free market, a cornerstone of the business community, and a foundation of healthy neighborhoods and households

AB4.3.2. WSWF is committed to identifying, training and placing those with both an interest and aptitude for the industry. The Foundation identifies with the challenges of recently returned Veterans who face difficulty starting new careers. With above average wages and minimal physical requirements, the financial services community is well suited to provide jobs to many Soldiers with limiting disabilities. However, many Veterans who might otherwise excel in this industry lack the requisite training, certification, familiarity or access to initiate such a career. WSWF facilitates the necessary training and certification for disabled Veterans to enter the industry.

AB4.3.3. Key points of the Wall Street Warfighters Foundation:

- Creative Programs to help disabled Veterans.
- Public and private partnerships.
- Best-of-breed training and education.
- Personal commitment of VIPs, both business and Military.
- Support Network of Veterans.

AB4.3.4. More information is available at: www.wallstreetwarfighters.org.

AB5.0. FINANCIAL AID AND SCHOLARSHIPS

AB5.1. Federal Application for Financial Student Aid (FAFSA). Federal student aid is financial assistance available through the U.S. Department of Education Office of Federal Student Aid. Federal student aid covers school expenses such as tuition and fees, room and board, books and supplies, and transportation. This aid can also help pay for computer and dependent childcare expenses. There are three categories of federal student aid: grants, work-study and loans. More information is available at: <http://www.fafsa.ed.gov>.

AB5.2. Stafford Loans. Stafford Loans are federal student loans made available to college and university students to supplement personal and Family resources, scholarships, grants, and work-study. Nearly all students are eligible to receive Stafford Loans regardless of credit. Stafford Loans may be subsidized by the U.S. Government or unsubsidized depending on the students needs. More information is available at: <http://www.staffordloan.com>.

AB5.3. Private Scholarships. Private scholarships are not directly affiliated with any university or college; they are sponsored, administered, and awarded by a wide variety of private agencies, organizations, or individual donors and are based on varying criteria.

AB5.4. Public Scholarships. Public scholarships are directly affiliated with universities and colleges. They are administered by the universities and colleges based upon varying criteria, but are usually related to academic, artistic, athletic or other abilities.

AB5.5. Fellowships. A fellowship usually involves a salary or stipend and is awarded to post-graduate students by a college or university to research fellows.

AB6.0. DEPARTMENT OF THE ARMY ASSISTANCE

AB6.1. Army Wounded Warrior (AW2) Career Coordinator. AW2 provides career coordinators to link AW2 WTs with educational resources and opportunities to meet their needs. More information is available at: <http://wtc.army.mil/aw2/>.

AB6.2. Soldier and Family Assistance Center (SFAC) Education Coordinator. The SFAC provides Education Specialists, which provide similar services to an Army Continuing Education Counselor (ACE) such as general training improvement, Degree planning, Tuition Assistance and Benefits Education.

AB6.3. Army Career and Alumni Program (ACAP). The ACAP program is designed to help eligible members of the Army and their Families successfully transition from federal service. ACAP Centers are located on most major Army installations. These offices are staffed with experienced transition and employment assistance counselors who are able to provide personalized counseling and assistance.

AB6.4. Army Vocational/Technical Program (AVOTEC). The intent of this program is to provide training in high-demand career fields to help Soldiers find employment after they transition out of the Army. Army Education is working with technical and community colleges throughout the United States to build upon existing programs and develop new pilot re-training programs in high demand career occupations, such as rehabilitation, nursing, medical technology, and other health care occupations. More information is available at: https://www.hrc.army.mil/site/education/votec_program.html.

AB6.5. Army Credentialing Opportunities On-Line (COOL).

AB6.5.1. COOL explains how Soldiers can meet civilian certification and license requirements related to their Military Occupational Specialties (MOSs). Use COOL to:

- Get background information about civilian licensure and certification.
- Identify licenses and certifications relevant to Army MOSs.
- Learn how to fill gaps between Army training and experience and civilian credentialing requirements.
- Learn about resources available to Soldiers that can help them gain civilian job credentials.

AB6.5.2. More information is available at: <https://www.cool.army.mil>.

AB6.6. Tuition Assistance (TA). TA provides financial assistance for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals. More information is available at: <https://www.hrc.army.mil/site/education/TA.html>.

AB6.7. National Guard Education Support Center. The Army National Guard Education Support Center (ESC) is a centralized repository of information on education programs available to members of the Army National Guard. Services include military credit assessment, degree planning, education counseling, GI Bill management, Officer Without Degree program, and education briefings. More information is available at: <https://esc.pec.ngb.army.mil>.

APPENDIX C
INTERNSHIP RESOURCES

AC1.0. OPERATION WARFIGHTER (OWF)

AC1.1.1. OWF is a DoD program providing temporary internships at federal agencies for Service members convalescing at treatment facilities.

AC1.2. Operation Warfighter is intended to provide recuperating Service members with meaningful activity outside the hospital environment to enhance their wellness and support their return to duty or transition to the civilian workforce.

AC1.3. OWF represents a great opportunity for Service members in a medical recuperation status to build their resumes, explore employment interests, develop job skills, and gain valuable federal government work experience that will prepare them for the future. The program simultaneously enables participating federal agencies to benefit from the considerable talent and dedication of these recuperating Service members.

AC1.4. There is no promise of permanent employment with an agency upon completion of an OWF assignment. However, an OWF internship is an opportunity for a motivated Soldier to impress leaders/managers in a federal agency. Offers of full-time employment to Soldiers completing OWF internships are not unprecedented.

AC1.5. More information is available at:
<http://www.militaryhomefront.dod.mil/operationwarfighter>.

AC2.0. DEPARTMENT OF THE ARMY (DA) INTERNSHIPS. WTUs/CBWTUs may have access to DA internship opportunities at their location or in their region. WTUs/CBWTUs should contact the Civilian Personnel facility in their region to coordinate DA internship opportunities.

AC3.0. CONGRESSIONAL WOUNDED WARRIOR FELLOWSHIPS

AC3.1. This program was established to create fellowships providing employment opportunities for wounded or disabled Veterans within the U.S. House of Representatives.

AC3.2. The positions are filled with Veterans of OEF/OIF who have a 30 percent or greater service-connected disability rating from either a military Physical Evaluation Board or the Department of Veterans Affairs.

AC3.3. Full-time employment is not guaranteed at the conclusion of a two-year fellowship.

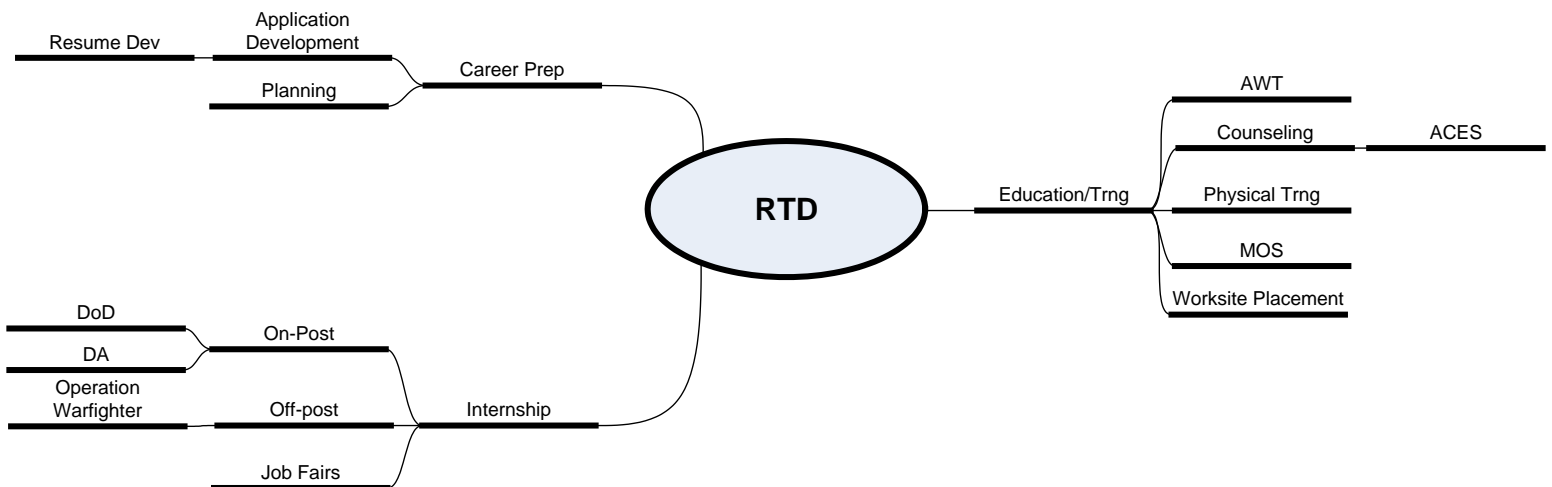
AC3.4. More information is available at: <http://cao.house.gov/wwp-fellowships.shtml>.

APPENDIX D

BASELINE SERVICES EXPECTED OF WTUs/CBWTUs

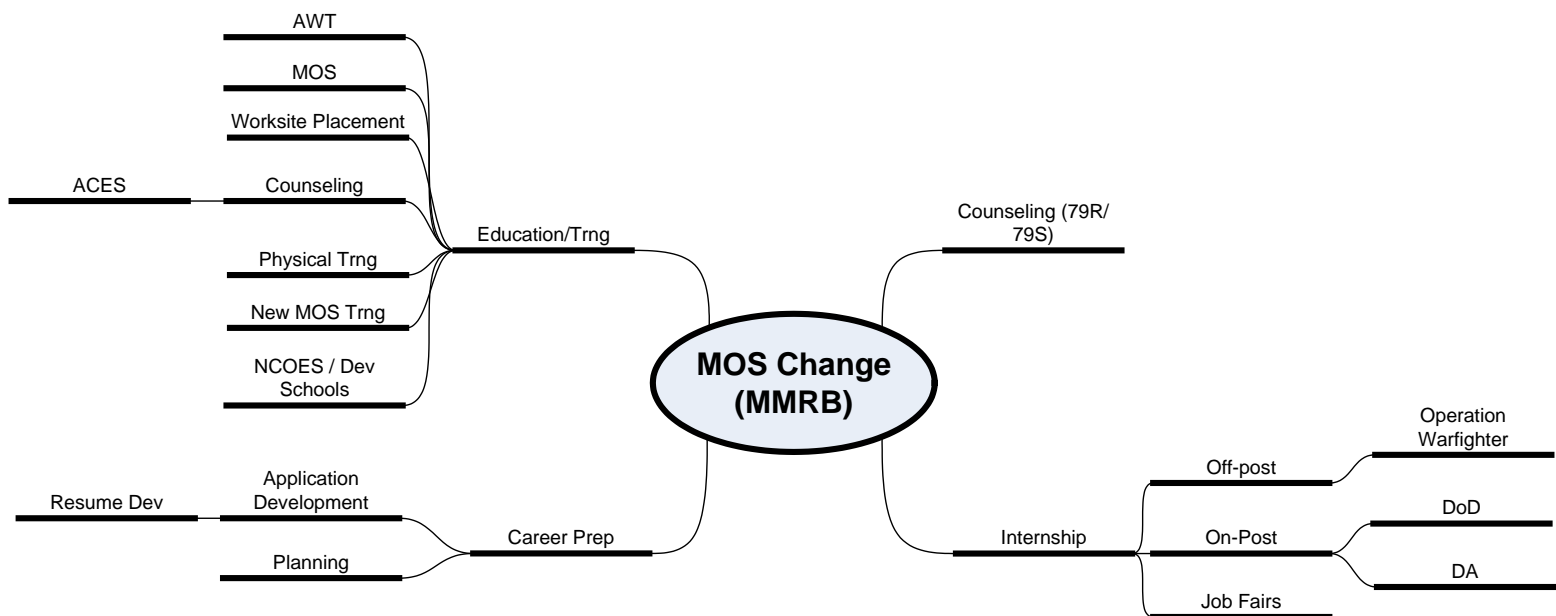
Following are four “mind-maps” (i.e., graphical representations of information) of baseline services that should be offered by each WTU/CBWTU to their WT population. Each of the four is associated with a specific CTP track. Each image illustrates a major category of services that are further subdivided into functions and tasks, and the relationship between these functions and tasks. Although a WT is eligible to participate in any EEI program regardless of the chosen CTP track, these mind-maps represent the functions/services expected to be used by a typical WT.

AD1.0. BASELINE SERVICES FOR WTs IN THE RETURN TO DUTY (RTD) TRACK



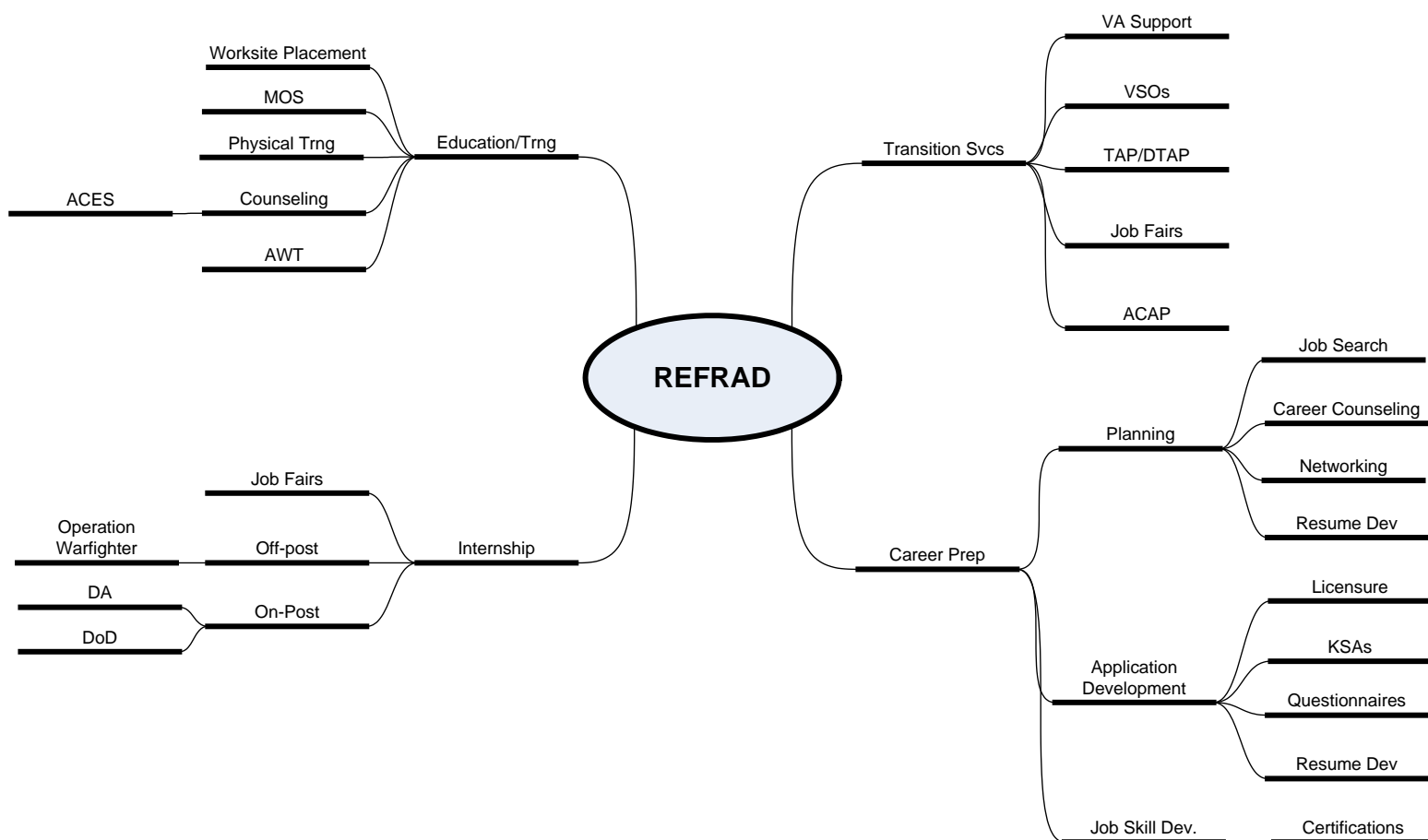
A WT who is returning to duty (RTD) may choose to participate in each of the three support programs (Career Prep, Internship, Education/Training) illustrated above. This chart shows the various functions available within each of the support programs.

AD2.0. BASELINE SERVICES FOR WT_s IN THE MOS MEDICAL RETENTION BOARD (MMRB) TRACK



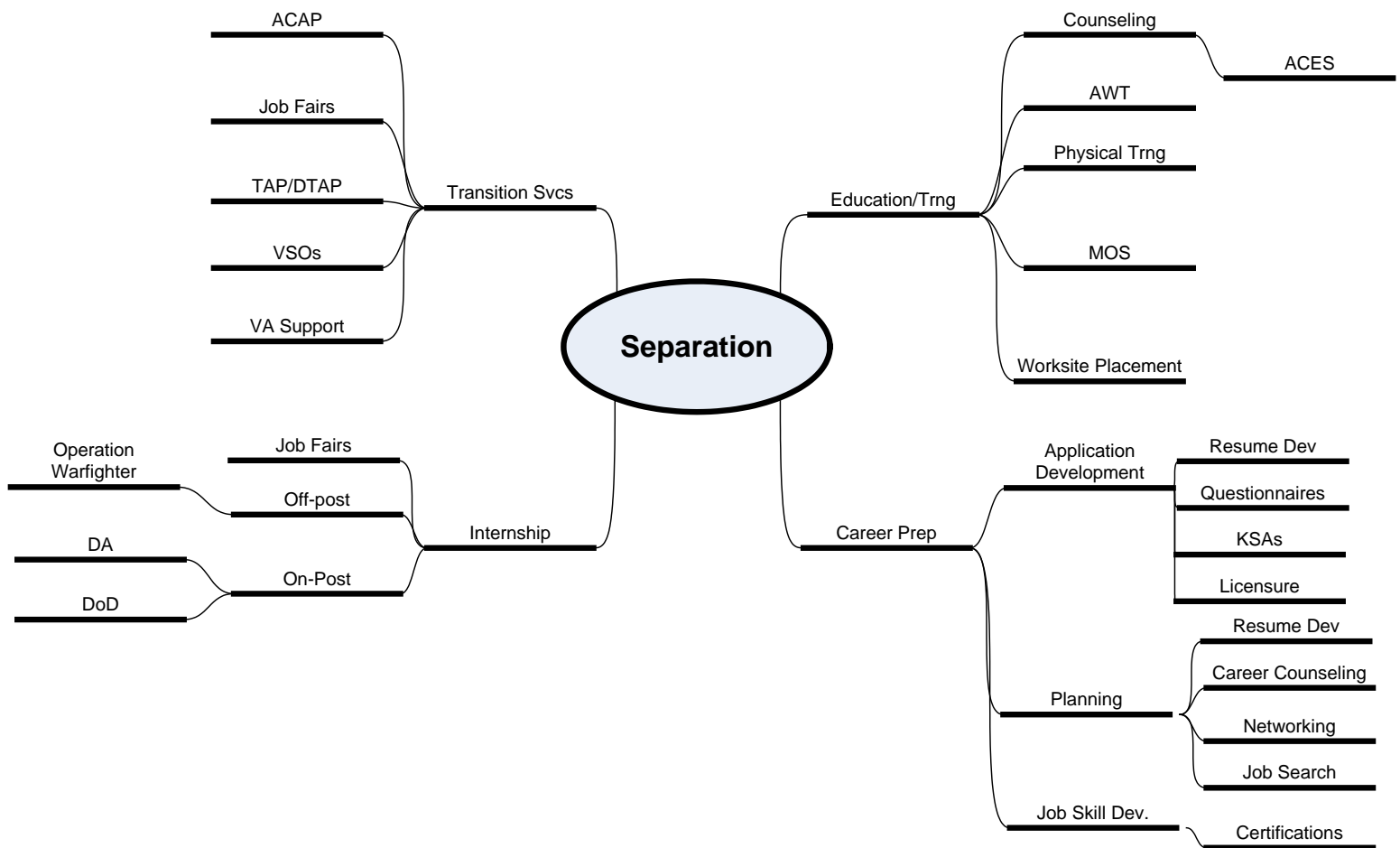
A WT who is returning to duty in a new MOS as a result of the MMRB process may choose to participate in each of the four support programs (Education/Training, Career Prep, Counseling, and Internship) illustrated above. This chart shows the various functions available within each of the support programs.

AD3.0. BASELINE SERVICES FOR WT_s IN THE RELEASE FROM ACTIVE DUTY (REFRAD) TRACK



A WT who will be released from active duty (REFRAD) may choose to participate in each of the four support programs (Education/Training, Internship, Transition Services and Career Prep) illustrated above. This chart shows the various functions available within each of the support programs.

AD4.0. BASELINE SERVICES FOR WT_s IN THE SEPARATION TRACK



A WT who will be separated may choose to participate in each of the four support programs (Transition Services, Internship, Education/Training, and Career Prep) illustrated above. This chart shows the various functions available within each of the support programs.

APPENDIX E

REFERENCES

AE1.0. LISTED REFERENCES

- (a) Americans with Disabilities Act (ADA) of 1990
- (b) Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994
- (c) DoD Directive 5500.07, "Standards of Conduct," November 29, 2007
- (d) DoD Instruction 1000.17, "Detail of DoD Personnel to Duty Outside the Department of Defense," April 16, 2008
- (e) DoD 5500.7-R, "Joint Ethics Regulation," Incorporating Change 6, March 23, 2006
- (f) Army Regulation 601-280, "Army Retention Program," January 31, 2006
- (g) EXORD 118-07, Healing Warriors, June 2, 2007
- (h) FRAGO 1 to FRAGO 4 for EXORD 118-07
- (i) MEDCOM OPORD 07-55, MEDCOM Implementation of the Army Medical Action Plan (AMAP), June 5, 2007
- (j) FRAGO 1 to FRAGO 47 for OPORD 07-55

AE2.0. ENCLOSED REFERENCES

- (k) OTSG/MEDCOM Policy Memo 09-011, "Comprehensive Transition Plan (CTP) Policy," March 10, 2009
- (l) WTC Policy Memo, "Warrior in Transition (WT) Medical and Military Responsibilities," September 18, 2009
- (m) WTC Policy Memo 09-003, "Policy Memorandum – Warrior in Transition (WT) Employment, Education and Internship (EEI) Opportunities," October 15, 2009
- (n) "DoD Operation Warfighter (OWF) Program Charter," July 1, 2009